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OIR VAULT COPY NO. 404

PROPOSED COURSE IN
INTERVIEWING AND REPORTING

Document No.	1
No Change in Class.	<input type="checkbox"/>
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Class. Changed To:	TS S ③
Auth:	WH TC-2
Date:	04/07/8
By:	025

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First Day

8:30 - 9:00 Registration
9:00 - 9:30 Introduction to Course
9:30 - 10:00 Security Instruction
10:15 - 12:00 Reporting of Information I
1:00 - 2:00 Study Reporting Manuals
2:00 - 3:00 Editing Demonstration
3:00 - 5:00 Editing Exercise

Second Day

8:30 - 9:00 Study
9:00 - 10:15 Reporting of Information II
10:30 - 12:00 Interviewing
1:00 - 1:30 Interview Demonstration
1:45 - 2:15 Critique of Editing Exercise
2:15 - 2:30 Briefing for Interview No. 1
2:30 - 3:00 Preparation for Interview No. 1
3:00 - 4:15 Interview No. 1
4:30 - 5:00 Critique of Interview No. 1

Third Day

8:30 - 9:00 Study
9:00 - 10:30 Editing Exercise No. 2
10:30 - 10:50 Briefing for Interview No. 2
10:50 - 12:00 Preparation for Interview No. 2
1:00 - 2:30 Interview No. 2
2:30 - 5:00 Reporting Exercise No. 1

Fourth Day

8:30 - 9:00 Study
9:00 - 9:15 Critique of Interview No. 2
9:15 - 9:45 Critique of Editing Exercise No. 2
10:00 - 10:30 Critique of Reporting Exercise No. 1
10:30 - 10:45 Briefing for Interview No. 3
10:45 - 12:00 Preparation for Interview No. 3
1:00 - 3:00 Interview No. 3
3:00 - 5:00 Reporting Exercise No. 2

Fifth Day

8:30 - 9:00 Study
9:00 - 9:30 Test on Reporting
9:30 - 10:00 Critique of Reporting Exercise No. 2
10:15 - 10:30 Briefing for Interview No. 4
10:30 - 12:00 Preparation for Interview No. 4
1:00 - 3:30 Interview No. 4
3:30 - 4:00 Critique of Reporting Test
4:00 - 4:30 Student Critique
4:30 - 5:00 Final Critique

INTERVIEWING, ~~EDITING~~ AND REPORTING

Summary of Course

<u>Subject</u>	<u>Hours</u>
INTRODUCTION AND SECURITY (Annex I)	Total: 1
Introduction to Course	$\frac{1}{2}$
Security Instructions	$\frac{1}{2}$
REPORTING OF INFORMATION (Annex II)	Total: 4
Reporting of Information I	1 $\frac{3}{4}$
Reporting of Information II	$\frac{1}{4}$
Editing Demonstration	1
INTERVIEWING AND EDITING (Annex III)	Total: 2
Interviewing	$1\frac{1}{2}$
Interview Demonstration	$\frac{1}{2}$
WRITTEN EXERCISES (Annex IV)	Total: $7\frac{1}{2}$
Editing Exercise No. 1	2
Editing Exercise No. 2	$1\frac{1}{2}$
Reporting Exercise No. 1	2
Reporting Exercise No. 2	2
INTERVIEWS (Annex V)	Total: $7\frac{3}{4}$
Interview No. 1	$1\frac{1}{4}$
Interview No. 2	2
Interview No. 3	2
Interview No. 4	$2\frac{1}{2}$
BRIEFINGS (Annex VI)	Total: 1
Briefing for Interview No. 1	$\frac{1}{4}$
Briefing for Interview No. 2	$\frac{1}{4}$
Briefing for Interview No. 3	$\frac{1}{4}$
Briefing for Interview No. 4	$\frac{1}{4}$

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INTERVIEWING, OBSERVING, AND REPORTING

Summary of Course

<u>Subject</u>	<u>Hours</u>
TESTS (Annex VII)	Total: $\frac{1}{2}$
Reporting Test	$\frac{1}{2}$
CRITIQUES (Annex VIII)	Total: 4
Critique of Editing Exercise No. 1	$\frac{1}{2}$
Critique of Interview No. 2	$\frac{1}{2}$
Critique of Reporting Exercise No. 1	$\frac{1}{2}$
Critique of Reporting Exercise No. 2	$\frac{1}{2}$
Critique of Interview No. 1	$\frac{1}{2}$
Critique of Reporting Test	$\frac{1}{2}$
Student Critique	$\frac{1}{2}$
Final Critique	$\frac{1}{2}$
RESERVED TIME	12
TOTAL TIME	40

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ANNEX I - INTRODUCTION AND SECURITY (1 Hour)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Introduction to Course	$\frac{1}{2}$	L	Purpose and scope of course.
Security	$\frac{1}{2}$	L	Physical and personal security as related to people in course.

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ANNEX II - REPORTING OF INFORMATION (4 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbol</u>	<u>Description</u>
Reporting of Information I	1 3/4	L	The fundamentals of good reporting: Objectivity, Specificity, Accuracy, Completeness, Clarity.
Reporting of Information II	1 1/2	L	
Editing Demonstration	1	D	Demonstration of editing poorly prepared raw copy.

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ANNEX III - INTERVIEWING (2 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbol</u>	<u>Description</u>
Interviewing	1½	L	The techniques of interviewing.
Interview Demonstration	½	D	Good and bad techniques of the interview.

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ANNEX IV - WRITTEN EXERCISES (7½ Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Editing Exercise No. 1	2	SA	Editing of poorly prepared raw copy.
Editing Exercise No. 2	1½	SA	Editing of poorly prepared raw copy.
Reporting Exercise No. 1	2	SA	Writing a report of information gathered in Interview No. 2.
Reporting Exercise No. 2	2	SA	Writing a report of information gathered in Interview No. 3

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ANNEX V - INTERVIEWS (7 3/4 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Interview No. 1	1 1/2	P	Elementary interview to obtain details of an automobile accident.
Interview No. 2	2	P	Debriefing an American professor recently returned from teaching in Pakistan.
Interview No. 3	2	P	
Interview No. 4	2 1/2	P	

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ANNEX VI - BRIEFINGS (1½ Hours)


<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Briefings for Interviews	1	I	Four briefings for conduct of interviews.

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ANNEX VII - TESTS ($\frac{1}{2}$ Hour)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Reporting Test	$\frac{1}{2}$	T	

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ANNEX VIII - CRITIQUES (4 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Critiques	4	L	Critiques of all interviews and reports. Student critique for use in changing course.

INTERVIEWING AND REPORTING NO

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1. Introduction to Course —
2. Reporting of Information —
3. Editing Demonstration —
4. Interviewing Techniques
5. Interview ^{ing} Demonstration
6. Briefing & Preparation for Interview No. 1
7. Preparation for Interview No. 1
8. Editing Exercise No. 2
9. Briefing for Interview No. 2
10. Reporting Exercise No. 1
11. ^{Briefing} Preparation for Interview No. 3
12. Reporting Exercise No. 2
13. Preparation for Interview No. 4

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Nov. 1955
one course run.
says not to
part of
material for
courses training
no additional courses
scheduled.
J.M.

25 March 55 Schedule

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will schedule this one.
not schedule